SAN ANTONIO INDEPENDENT SCHOOL DISTRICT
CAMPUS FOOD PANTRY REGISTRATION FORM
Child Nutrition Services (210) 554-2290
Robin Balanciere: rbalanciere1@saisd.net
Kimber Dillon: kdillon1@saisd.net

REGISTRATION DATE ____/____/________

CAMPUS NAME _________________________________________________________________

Name of Person(s) in Charge of Food Pantry
Contact Person & Title ___________________________________________________________
Contact Phone# _________________________ Food Handler Certification ____/____/________
E-mail Address _________________________________________________________________

Alternate Contact Person & Title ___________________________________________________
Contact Phone# _________________________ Food Handler Certification ____/____/________
E-mail Address _________________________________________________________________

Address of Physical Location of Food Pantry (where food will be distributed/served)
Address _____________________________________ City _____________________________
Zip ____________ County of Site ________________ Site Phone#_______________________

Food Storage Information
State the specific location(s) within the campus where food will be stored and describe the space
(closet, cabinets, room with shelves, room with pallets, etc.):
____________________________________________________________________________
____________________________________________________________________________

Describe the size of your Food Pantry/Storage Areas:
Pantry for dry goods: _____Feet Wide _____Feet Long _____Feet High
Fresh fruit storage. Provide details of how fruit will be stored (in boxes, bowls, containers, etc.):
____________________________________________________________________________
____________________________________________________________________________

SITE INSPECTION & READINESS – Child Nutrition Service
Registration will not be complete until a site visit is conducted by Child Nutrition Services.
____/____/_______ Date site inspection has been completed. (Checklist attached). Comments:
____________________________________________________________________________
____________________________________________________________________________

Printed Name of Site Inspector     Signature of Site Inspector
I have read and received a copy of the San Antonio Independent School District Campus Food
Pantry Food Safety Recommendations.

Printed Name - Person in Charge     Signature - Person in Charge

Printed Name - Alternate Person in Charge    Signature - Alternate Person in Charge
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Food Pantry Food Safety Recommendations

➢ Facility Readiness & Upkeep:
Before opening for service, your facility should be ready – organized, clean. There are a number of details your organization should make sure are addressed from a food-safety perspective as well as from a people-safety perspective:

1. Is your facility well-lighted?
2. Are food-storage areas secured, neat and clean?
3. Are directional signs and guidelines posted?
4. Is a pest-control policy in place?

➢ Safe Food Storage:
• Choose a storage space with locking doors, preferably with no outside entrance.
• Only food that will not spoil, decay or become unsafe to consume if not kept under refrigeration (non-perishable foods) are allowed to be kept in the food pantry. See attached table.
• Dry storage should be between 50-70 degrees in a dry, clean, well-ventilated area.
  o This will help prevent mold, and pest infestation.
  o Cleanliness discourages pests.
  o The air flow will help control temperatures as well.
  o Dry goods can become unsafe if they get too cold or too hot.
• The lowest shelf must be at least 6 inches off the floor. Food should also be kept at least 2 inches from the walls.
• Inspect the products as you store them to look for pests or bad items that have bulges or are leaking.
• Do not store non-food items and cleaning supplies near the food pantry storage area.
• Ensure that older items are rotated out first by labeling items with the date received and always using the First In, First Out (FIFO) rule.
• Use only non-toxic insect and rodent traps. Never spray chemicals or lay poison in a food storage area.
• When you bring food into the storage area, store it properly immediately. Never leave items on the floor.
• Products without packaging, like fresh fruit, should be packed on the top.
Food Pantry Food Safety Recommendations

Site Inspection and Checklist of Standards & Readiness

The following items are the primary aspects that the food pantry staff will check/verify. You may use this form as your own checklist to complete. These items are important, as they pertain to the condition and readiness of your facility. Food safety, cleanliness and appearance of your facility are of utmost importance. Although these items are primary, this list/form may not include every item a staff may need to review or inspect upon his/her visit. If problems are found with the condition, cleanliness, safety or readiness of the facility, the food pantry may not be approved until conditions are met.

Dry Food Storage Area/s:

____ Size & Description (general acceptability for pantry needs)
____ Basic Food Safety Standards:
    ____ Cleanliness
    ____ Food stored 4-6 inches off floor
    ____ FIFO practiced in all areas
    ____ Cleaning supplies and chemicals separated from food
    ____ Trash receptacles – in appropriate areas, clean and with lids

Miscellaneous:

____ Overall condition of the facility clean, neat and orderly
____ All food storage areas under lock and key
____ Sufficient lighting throughout the facility
____ Pest Control procedure or contract
____ Food is only distributed by designated campus staff or volunteers

Primary Contact Information will be confirmed during Site Visit:

____ Name and Title of Person in Charge
____ Name and Title of Alternative Person in Charge
____ Two appropriate Phone Numbers (site and persons in charge)